

MEMORANDUM

TO: Grizel Ubarry, Executive Director

FROM: Jose Garcia, Executive Assistant *gjc*

DATE: February 18, 1981

RE: Finalization of First Phase of Security Measures

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Listed below is an itemized summary of measures in Phase I

Construction

Skylights: The three skylights, located in each of the restrooms, were reinforced with the installation of  $\frac{1}{4}$ " steel plates. These plates were secured into  $\frac{3}{4}$ " steel support plates that serve as supports to the skylights.

Roof access hatch: This hatch was the entry point in the robbery. The hatch itself is made of wood which made it vulnerable to burglars. A secondary cover was made of  $\frac{3}{4}$ " welded steel plate. The cover had a one piece lock and hinge unit welded onto it. This cover was joined into the  $\frac{3}{4}$ " steel support plates that support the roof hatch. The wooden roof hatch was reinforced with two 2" steel one piece lock and hinge units.

Roof access hallway: The hall, located in our seminar room, had three entry points. One through the seminar room, one through the counseling room and one through the stairway leading to the secondary entrance on Linden street.

The entry point through the counseling room was reinforced with the installation of a 6" steel bar that joins the door and frame into the wall. The entry point was disguised by the installation of 8 $\frac{1}{2}$ " wooden shelves, running from the top of the entry point to the bottom.

The stairway was reinforced with the construction of a wall, at the top stairwell landing, with a 4" solid wooden door. This door still permits emergency access to the stairwell. The door is reinforced with quickset and seigel locks.

The entry point through the seminar room was reinforced with the installation of a door lock.

Seminar Room: The two doorways leading from the seminar room, giving access to the internal corridor, were reinforced by the following:

- a) Installation of 4 1/8" steel strips reinforcing the door vents.
- b) Installation of 4 1/2" anti-dehinging devices.
- c) Installation of 4 1/8" steel door bolts.

Restrooms: The doors to the restrooms were reinforced with the installation of 6 1/8" steel exterior door bolts.

Primary rear entrance: Upper level. The upper level rear entrance was reinforced through the addition of a 3/4" plywood sheet to the entire door mass. This is supported through 16 1/8" steel carriage bolts. The door was further fortified through the installation of three anti-dehinging devices.

Primary rear entrance: Corridor and lower level. The two windows in the corridor were further reinforced with the installation of four frame securing dowels.

The street level entrance, both primary and secondary rear, were reinforced through:

- 1) 4 anti-dehinging devices
- 2) 2 quick return door checks
- 3) 2 60" X 36" X 1/8" steel grid door gates.

#### Repair

During the course of the entry and robbery damages to existing property was incurred.

Doors: All the doors had been pried away from the door frames. This required the repair of hinges, locks and frames.

Door vents: When the door would not open the burglars broke the wooden vent slates on the bottom of the doors. They all required replacement of solid wooden panels.

Roof hatch: This was the entry point of the burglars. It had to be refitted and replaced on the roof opening. It also required the installation of four eyehooks and two steel hinged locks.

Plastering and Painting: This was required as a result of the installation and repair of security measures.

Thermostat: The installation of the wall required the removal, repair and reinstallation of the thermostat.

Alarm:

In addition to the construction type of security measures, the following electronical security system is to be installed:

- A) Police Alert System: Upon violation of the systems, automatic phone calls will be placed to the police department, security service company and the Executive Director.
- B) Photo Electric Eye Cells: Two eye cells will be installed in the primary and secondary corridor. This will be triggered by any movement that breaks the invisible light beam.
- C) Magnetic Contacts: These will be placed over every door that gives access to any entry or exit point.
- D) Skylights & Roof Hatch: These will be protected by the installation of fine wire mesh that will be triggered by the slightest touch.
- E) Stress & alert devices: Once an intruder has attempted to violate the security of this property two audio devices will be activated. The first is a standard 8" steel encased bell located on the exterior of the building on the main street. The second is a stress-anxiety producing sonic alarm that makes a loud irregular sound which produces stress in the intruder.

Tentative:

The above devices have either been installed or near completion, see attached invoices. These are several other measures that cannot be installed until the above is finished.

- A) Alarm Control Panel: This has to be placed in the secondary corridor so that the person turning on the system will have enough time to leave the premises. Since this control panel will be in plain view it will require a protective covering to deter any tampering and to disguise its presence.
  - B) Automatic Locking & Release Device & Intercom: All entry doors will have automatic locking devices which are released by the receptionist upon identification of the visitor through the intercom.
  - C) Emergency Lighting: Two emergency lighting systems will be installed over the doorways as a measure against a power failure.
- Two low energy consuming lights will be installed on the exterior of the building over the parking area to provide against potential thieves laying in wait as our staff enters their automobiles.

(4)

NOTE: The alarm control panel, intercom and emergency lighting have now been installed. Invoices are attached.

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Enclosures: Invoices for the total cost of the security improvements:

Alarm	\$1,782
Immediate	2,800
Final Measures	<u>4,300</u>
	\$8,882